



DEPARTMENT OF STATE
WASHINGTON

14 August
July 22, 1963

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Dear [REDACTED]

Thank you for agreeing to appear on the program of the Personnel Training Course which the Office of Personnel is offering to members of the Foreign Service who are assigned to personnel positions overseas. A copy of the program, as well as a list giving information about the participants, are enclosed.

As I mentioned in our telephone conversation, these participants have had both overseas experience and personnel experience. Therefore, your remarks to them might be tailored accordingly, especially from the standpoint that [REDACTED]

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[REDACTED] Other than this suggestion, I leave it to your better judgment and knowledge to determine how best to cover your session. I would be delighted if [REDACTED] (spelling correct?) accompanied you.

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Please call me at 182/8167 if I can furnish additional information concerning this matter. In the meantime, I look forward with much pleasure to seeing you again. Incidentally, are any special clearances needed with respect to these participants?

Sincerely,

Margarite Tanck

Miss Margarite Tanck
Training & Development Officer
Office of Personnel, PMS

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[REDACTED] Briefing Officer,
Central Intelligence Agency,
Washington, D. C.

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☐ It contains nothing of CIA interest
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